

Time Management Skills

Key Facts:

1. We all receive 24 hours each day. No one receives any more or less than anyone else!
2. We all use time management skills; the people who consciously plan their time are **ALWAYS** more productive!
3. Time is irrecoverable and irreplaceable.

What is Time Management?

Time management is the act or process of planning and exercising conscious control over the amount of **time** spent on specific activities, especially to increase effectiveness, efficiency or productivity. In short, it is the way you organize and plan how long you will spend on things that you need to do.

Why is Time Management Important?¹

1. Time is limited

Everyone gets the same amount of time each day, and it's limited, therefore it's important to make the most of your time.

2. Accomplish more with less effort

By taking control of your time, you're able to stay focused on the task at hand. This leads to higher efficiency since you never lose momentum. Imagine running a mile where you stop every 5 seconds, this would cause you to become exhausted very quickly and take much longer to complete the run.

3. Make better decisions

There are many choices in life and often-times we're faced with many choices to choose from at the same time. When you practice good time management, you have more time to breathe; this allows you to determine which choices are the best to make.

When you feel pressed for time and have to make a decision, you're more likely to jump to conclusions and not fully consider the different options; this leads to poor decision making.

4. Be more successful

¹ More Information available at: https://www.appointment-plus.com/articles/why_time_management_is_important.php

Time management is the key to success; it allows you to take control of your life rather than follow the flow of others. You accomplish more, you make better decisions, and you work more efficiently; this leads to a more in school and in your personal life.

5. Learn more

When you control your time and work more efficiently, you're able to learn more. Planning out your class time and study time each day will allow you to excel in your courses by giving you the most exposure possible to your course content.

6. Reduce stress

One of the main causes of stress is due to people feeling rushed. The phrase "I have so much to do and so little time to do it" is generally spoken with frustration, which leads to stress. With good time management, you know how much time you have, how long it will take to get your tasks done, you accomplish more, *and have more free time*. This gives you more breathing room, which reduces the feeling of being rushed, which in turn leads to less frustration and stress.

7. Higher quality work

We all need some free time to relax and unwind but, unfortunately, many of us don't get much free time because we're too busy trying to keep up with our school work and daily activities. By implementing time management skills, you are able to get more done in a shorter period of time, leading to more free time.

8. Create discipline

When you practice good time management in your life, you are less likely to procrastinate. Time management leads to more productivity and leads to a disciplined life.

Time Management is Critical as High School Students Juggle Many Activities:

- School work
- Jobs
- Volunteer work
- Co-curricular activities
- Family responsibilities
- Social life

Crisis Management versus Time Management

Students tend to use more "Crisis Management" than good "Time Management" (see below):

Crisis Management	Time Management
"I wish I had more time."	"My grade reflected the time I spent."

"I know I'll get a bad grade."	"I'll get a good grade."
"I don't want to see my grade."	"I can hardly wait to see my grade!"
"Everyone will do better than me."	"I feel good about myself and my work."

Time Management Tips

- **Make a daily and weekly to-do list:**
 - Set your goals, and put the most important tasks at the top!
- **Create a SCHEDULED study time; inform others of your commitments:**
 - Set up a time devoted to ONLY doing schoolwork, and remove all other distractions!
- **DON'T procrastinate:**
 - Don't work in crisis mode (see above)!
- **Ask for help:**
 - If you're having trouble with a particular subject, let your teacher know immediately. Teachers want to help!
- **Get a good night's sleep and make time for meals:**
 - In the virtual world of education (with its flexibility), the temptation is there to stay up late doing other things (such as watching TV, playing video games, texting friends). Don't fall into this pattern!

Helpful Tools:

Click on the following links for deadline and weekly planners that may be helpful for time management:

- [Time Management Planners](#)
- [My Homework App](#)
- [Online Student Planner](#)

Keep the End Goal in Mind... Graduation!